

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

17 MAR 20 PM 1:15

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): Thursday, March 2 - Friday, March 3, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$479	\$209	\$91.95	\$20 (UN Tour)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached agenda.

3/13/17 KAYLAN BILLINGSLEY [Signature]
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/13/17 [Signature: Shelley Moore Caputo]
(Date) (Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: KAYLAN BILLINGSLEY

Employing Office/Committee: SENATOR SHELLEY MOORE CAPITO

Private Sponsor(s) (list all): UNITED NATIONS FOUNDATION

Travel date(s): MARCH 2-3

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): NEW YORK, NEW YORK

Explain how this trip is specifically connected to the traveler's official or representational duties:


This is a congressional briefing trip to the UN Headquarters. I am the Legislative Aide that handles all foreign policy issues for Senator Capito.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/30/17
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Capito hereby authorize Kaylan Billingsley
(Print Senator's/Officer's Name) (Print Traveler's Name)

Can employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

☒ I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/30/17
(Date)


(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: UN Headquarters Congressional Trip
3. Dates of travel: Thursday, March 2, 2017 - Friday, March 3, 2017
4. Place of travel: New York City, New York
5. Name and title of Senate invitees: Please see attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.

UNF handles all outreach to congressional offices and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong

U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and

take part in meetings with UN officials on a variety of international issues.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The UN regularly sponsors a mix of domestic and international congressional trips focused on UN issues.

Between 2011 and 2016, for example, UNF organized staff and Member trips to Atlanta, New York,

Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, and DR Congo.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, congressional learning trips, forums, and related events and provides publications and other educational materials to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$468	\$209	\$110	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

This trip will bring participants to the UN Headquarters, which is located in New York City.

19. Name and location of hotel or other lodging facility:

Westin Grand Central Hotel - New York City, New York

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen because of the favorable cost and location. All attendees will be staying in this hotel.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses will be below GSA per diem (\$269). Food expenses will be on par with GSA

GSA per diem (\$55.50 per day).

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The class of transportation will be Amtrak Acela and shuttles or cabs to get to/from

Pennsylvania Station.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below ~~for each travel sponsor~~):

Signature of Travel Sponsor:

Name and Title: Peter Yeo, Vice President, Public Policy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Avenue NW, Suite 300, Washington, DC 20006

Telephone Number: (202) 887-9040 (please ask for Troy Wolfe)

Fax Number: (202) 887-9021

E-mail Address: twolfe@unausa.org

Private Sponsor Certification - Page 4 of 4

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AGENDA FOR:

Congressional Learning Trip to the United Nations

March 2-3, 2017

Thursday, March 2, 2017

7:15 PM

Meet in hotel lobby for departure to dinner

Location: Westin Hotel, 212 E. 42nd Street, New York, New York 10017

8:00 PM

Organizational Dinner with Delegation Participants

Briefing by Mr. Stephan Dujarric, Spokesperson for the UN Secretary-General

Location: Jubilee, 948 1st Avenue, New York, NY 10022

Friday, March 3, 2017

8:00 AM - 8:15 AM

Meet in lobby for departure to the United Nations Foundation

8:30 AM – 9:15 AM

Continental Breakfast

Briefing by Ms. Nanette Kelley, Director NY Office, UN Refugee Agency

Location: United Nations Foundation, 9th Floor

801 2nd Avenue

9:15 AM – 9:30 AM

Walk to United Nations Headquarters

9:45 AM – 10:30 AM

Briefing by Mr. Tomas Christensen, Chef de Cabinet

Office of the President of the 71st Session of the UN General Assembly

Location: United Nations HQ, Conference Room B

10:45 AM – 12:00 PM

United Nations Private Tour/Gift Shop/Passport Office

Location: United Nations HQ

12:30 PM – 1:15 PM

Working Lunch

Briefing by Mr. Angus Rennie, Sr. Mgr., Partnerships & UN Relations, UN Global Compact

Location: *United Nations Foundation, 9th Floor*

801 2nd Avenue

1:15 PM – 2:15 PM

Briefing by Ms. Nannette Ahmed, Head of Africa II Division, Department of Peacekeeping Operations

Location: United Nations Foundation, 9th Floor

801 2nd Avenue

2:45 PM

Depart from hotel for Penn Station

4:00 PM

Transportation back to Washington, D.C.

SECRET

- Sarah Callaway, Legislative Assistant
Rep. Tom Rooney (R-FL), House State and Foreign Operations Appropriations Subcommittee
- Shaefer Bagwell, Legislative Assistant
Rep. Ami Bera (D-CA), House Foreign Affairs Committee
- Janice Bashford, Legislative Director
Rep. Karen Bass (D-CA), House Foreign Affairs Committee
- Molly Claire Cole, Legislative Assistant
Rep. Gerald Connolly (D-VA), House Foreign Affairs Committee
- Andrew Ashley, Legislative Assistant
Rep. Martha Roby (R-AL), House Appropriations Committee
- Adam Sachs, Legislative Assistant
Rep. Lucille Roybal-Allard (D-CA), House Appropriations Committee
- Brandon Honore, Legislative Assistant
Rep. Rosa DeLauro (D-CT), House Appropriations Committee
- Michael Reed, Chief of Staff
Rep. Sanford Bishop (D-GA), House Appropriations Committee
- Jonathan Halpern, Legislative Director
Rep. Sanford Bishop (D-GA), House Appropriations Committee
- John Donnelly, Chief of Staff
Rep. Tom Graves (R-GA), House Appropriations Committee
- Jacob Olson, Legislative Director
Rep. David Young (R-IA), House Appropriations Committee
- Allison Jarus, Legislative Assistant
Rep. Mike Quigley (D-IL), House Appropriations Committee
- Jeremy Marcus, Deputy Chief of Staff
Rep. Matt Cartwright (D-PA), House Appropriations Committee
- Brian Barnard, Legislative Director
Rep. Evan Jenkins (R-WV), House Appropriations Committee
- Nicole Porreca, Legislative Assistant
Sen. Tim Kaine (D-VA), Senate Foreign Relations Committee
- Will Scheffer, Legislative Assistant
Sen. Jeanne Shaheen (D-NH), Senate Appropriations Committee
- Kaylan Billingsley, Legislative Assistant
Sen. Shelley Capito (R-WV), Senate Appropriations Committee